

**Minutes of the  
Bayfield County Personnel Committee Meeting  
4:00 PM, June 1, 2023  
Meeting was Held In Person in the County Board Room and virtually**

**Members Present:** Fred Strand, Marty Milanowski, Brett Rondeau, Mary Dougherty, Dennis Pocernich

**Excused:**

**Others Present:** Mark Abeles-Allison County Administrator, Kristine Kavajecz-Human Resources Director, Kim Mattson-Accountant, Dalt Collins, Gail Reha-Bookkeeper

Meeting called to order at 4:00pm by Chairman Rondeau

**Public Comment:** Dalt Collins-Highway Department Patrolman commented on the discussion about wages to take place. Recommends considering a 3-4% mid-year increase to remain in line with the anticipated CPI-U for January 2024.

**Minutes of May 4, 2023:** *Motion Milanowski, Dougherty to approve minutes of the May 4, 2023 Personnel Committee meeting. Motion Carried (5-0)*

**Volunteer Policy:** Abeles-Allison explained that there are two primary questions related to volunteers: 1) Liability & Work Comp 2) Background Checks

**Finance Manager Position:** County Clerk, Administrator and Accountant have met several times to discuss this topic. This topic will be discussed again at the next meeting.

**Policy Modification Considerations:**

A. **Meal Reimbursements:** Bayfield County's current meal reimbursement rates are: \$8 breakfast, \$10 lunch, \$16 dinner. Total is \$34 per day. Amounts may be combined for eligible meal periods. These do not apply if conference meals are provided.

A recent survey of counties, with 35 responding, reflects an average meal reimbursement of \$10.16 breakfast, \$12.72 lunch, \$21.55 dinner or \$44 a day. Several counties use the published GSA (US General Services Administration) rates, which are: \$13 breakfast, \$15 lunch, \$26 dinner, \$54 per day. Several counties provide a daily meal rate instead of a per meal rate. The recommendation is to further evaluate rates and modify the policy later this year to reflect new rates for the 2024 budget year.

B. **Carry-Over Vacation Clarification:** The current Carry-Over vacation policy allows an employee to carry-over 5 **DAYS** of vacation. The issue is that not all employees work the same number of hours, or they may work varying shift lengths throughout the week or year.

- A jailer works 12-hour shifts. 5 days would be 60 hours.
- A highway employee works 8-hour days in the winter and 10 hour days in the summer.
- A DHS employee has an alternate work schedule and works two 8-hour days, two 10-hour days and one 4-hour day. (Many variations of this, including 4-day workweeks).

We would like to propose that vacation carryover be modified to specify a designated number of carry-over vacation HOURS (ie: 40) rather than DAYS. The employees in the scenario above all work the same number of hours per year (2080).

#### Reports

- a. Personnel Financial Report as of May 31, 2023: Up about \$630,000 over this time last year.
- b. HR Report: Report was included in the packet. Highlights reviewed.

*Motion Milanowski, Pocernich to enter into closed session pursuant to Wisconsin Statutes §19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discussion and Possible action Regarding: Approve Closed Session Minutes of April 6, 2023, and May 4, 2023 and Teamsters Wages. Motion Carried. Entered closed session at 4:36 pm. Kim Mattson was permitted to remain in the closed session.*

*Motion Milanowski, Dougherty to return to open session. Motion Carried (5-0). Returned to open session at 4:54pm.*

#### **July 1, 2023 Wage Adjustments Recommendations to the County Board:**

*Motion Strand, Dougherty to recommend a 1% wage adjustment on July 1 and 1% adjustment on September 1, 2023 and to forward the recommendation to the County Board for action. Motion Carried (5-0)*

Meeting adjourned at 4:58pm.

*Minutes respectfully submitted by Kristine Kavajecz*